



CAREER OPPORTUNITY

CITY OF LA HABRA, CALIFORNIA
HUMAN RESOURCES DEPARTMENT * P.O. BOX 337 * 90631
201 E. LA HABRA BLVD. * LA HABRA, CA * (562) 383-4000

CIVIC CENTER

Teacher Assistant – (Part-Time/Substitute)
Child Development Program
\$9.00/hour-\$11.00/hour

The City of La Habra is conducting a recruitment for part-time and/or substitute positions of Teacher Assistant for the Child Development Division, School-Age and Pre-School Programs. The Assistant position, depending on assignment, may be working with school age or preschool age children for up to 8 hours/day, any day of the week, not to exceed 28 hours per week. These positions are authorized under State rules and funds, are grant-funded for specific programs, and may be of limited-term (subject to continuation of grant).

Definition: A staff person who assists with children in activities designed to promote social/emotional, physical health and safety, and cognitive growth. Under the direction of the Teacher, Lead Teacher and/or Program Specialist, assists with lessons for school age or preschool age children; assists the Teacher, Lead Teacher and/or Program Specialists in planning programs and activities in the classroom and outside environment, and performs related duties as required.

Essential Duties include the following. Other duties may be assigned:

Assist the teacher with

- Plan and implement lesson plans for school age or preschool-age children.
- Oversee classroom and playground activities.
- Teach, supervise, and instruct children.
- Prepare, set up and clean up at meal times.
- Performs related duties as required.

Qualifying Knowledge, Skills & Abilities: Knowledge of child-development psychology and behavior theories and related conceptual learning and emotional stages; knowledge of physical development stages in the areas of small and large muscle coordination and nutritional requirements of age groups; knowledge of art, crafts, music, science, and concepts such as color, geometric shapes for teaching on school age level; general knowledge of, and skill in, supervisory techniques; ability to communicate effectively with children and their parents in teaching, informing, and interacting situations; ability to plan a meal program that meets nutritional requirements of pupils; ability to observe and recognize behaviors or conditions in children that may indicate special attention or referral; ability to demonstrate art, crafts, music,

and physical activities at the level of the pupil; ability to establish and maintain effective relationships with others and possess excellent customer service skills.

Education/Experience Requirements:

Option 1: Applicants must hold a Child Development Assistant Permit or higher.

OR

APPLICANTS WHO DO NOT POSSESS A PERMIT MAY APPLY BY MEETING **ONE** OF THE FOLLOWING REQUIREMENTS:

Option 2: Accredited HERO program (including ROP) Completed certificate.

OR

Option 3: Enrolled in 3-6 college units of Child Development, to obtain the Assistant permit.

Preference may be given to **bilingual (Spanish/English)** applicants.

License Requirement: Candidate must possess a valid California Class C Driver's License. Pediatric First Aid and Pediatric CPR certification is required (30 days after employment). Must pass California Community Care Licensing fingerprint clearance to work with children.

Application Process: Applications are available in the Human Resources Department or may be downloaded from the City's website at www.lahabraca.gov. Applications, together with copies of teaching permit or credentials, certifications, and unofficial transcripts will be accepted CONTINUOUSLY until positions are filled. **Applicants who do not possess a permit must provide transcripts to verify education qualification requirements.** Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final candidate must successfully complete a medical exam, drug screening, employment history verification, DMV check and will also be fingerprinted.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five (5) days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

This bulletin is not a contract, neither expressed nor implied. Any provision herein may be modified or revoked.